



WASHINGTON STATE DEPARTMENT OF
Natural Resources

Peter Goldmark - Commissioner of Public Lands

FPARS Reviewer Profile

Welcome to the first of two FPARS Reviewer Profile tutorials. This tutorial will assist you in setting up a Secure Access Washington (SAW) account.

The second FPARS Reviewer Profile tutorial explains how to access the FPARS Search web page and your FPARS Reviewer Notification History using your SAW User ID and Password.

Secure Access Washington

The Washington Office of the Chief Information Officer Security policy requires Secure Access Washington (SAW) to authenticate all secure login access for Washington state programs.

A Secure Access Washington account allows you to access many Washington state online services with a single User ID and Password.

Department of Natural Resources - Washington Internet Explorer

https://secureaccess.wa.gov

Department of Natural Resources

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WASHINGTON STATE DEPARTMENT OF Natural Resources

WASHINGTON State Department of Natural Resources
Caring for the land... now and forever

PETER GOLDMARK
Commissioner of Public Lands

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FEATURED TOPICS


Check out DNR's new blog, "Ear to the Ground"

- [An Evergreen Bough Sales Auction—September 28](#)
- [Aquatic Reserves Program](#)
- [Biomass](#)
- [Burn Risk Map](#)
Current Fire Danger in Your County
- [Climate Change](#)
- [Community & Urban Forestry Program](#)
- [Economic & Timber Revenue Forecasts](#)
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**CELEBRATE PUBLIC LANDS!
GET OUTSIDE AND VOLUNTEER**



Volunteers from local 4x4 clubs and DNR staff pick up litter in the Yacolt Burn State Forest at last year's Pick Up the Burn day. Photo: DNR/Jessica Kimmick

Saturday, September 26, is National Public Lands Day (NPLD). Join DNR staff and volunteers to clean up and improve your state lands. Help remove invasive species, repair trails, pick up garbage, or even haul abandoned cars. DNR and partners are hosting several NPLD events in western Washington this year:

NEWS

- [09/17/2009 - Northeast Washington fire danger eases but still high](#)
- [09/16/2009 - Sustainable Recreation Work Group to present preliminary recommendations](#)
- [09/15/2009 - Commissioner Goldmark opens 36th National Natural Areas Conference and signs expansion of state Natural Area](#)
- [09/10/2009 - DNR to close Lake Spokane Campground and boat launch September 15](#)
- [09/10/2009 - DNR forest health, wildfire prevention projects receive federal stimulus funds](#)

[Press Room](#) | [View All News](#)

MEETINGS & EVENTS

- Tuesday Sep 22, 9:00 AM - 3:00 PM
[CMER Committee Meeting](#)
- Tuesday Sep 22, 10:00 AM - 4:00 PM
[Timber Sale Auction at Northeast, Southeast & South Puget Sound Regions](#)

Start | Google | Internet | 100% | 1:45 PM

Type
<https://secureaccess.wa.gov> in
the url address bar

Creating an account with
Secure Access Washington



User ID:

Password:

[login](#)

Do not have an account? [Create one](#)

[Forgot your User ID?](#)

[Forgot your password?](#)

[Haven't received activation email?](#)

[Activate your account](#)

[Privacy Notice](#) [Help](#)

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Select Create one to begin the registration process



SecureAccess Washington Registration - Windows Internet Explorer

https://secureaccess.wa.gov/public/saw/pub/displayRegister.do

SecureAccess Washington Registration

Home Feeds (3) Read Mail Print Page Safety Tools

SAW SecureAccess WASHINGTON

- 1 → 2 → 3 → 4 → 5 → 6
- Name & email address
- Username & password
- Review your information
- Enter security check
- Check your email
- Login to your account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

[Start](#)

[Privacy Notice](#) [Help](#)

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Select the **Start** button

Start Google [Taskbar Icons] Inbox - Microsoft ... FPARSv3 FPAN Scr... SecureAccess W... Search Desktop 100% 3:19 PM



SecureAccess Washington Registration Step 1 - Windows Internet Explorer

https://secureaccess.wa.gov/public/saw/pub/displayRegister1.do

SecureAccess WASHINGTON

1 → 2 → 3 → 4 → 5 → 6

Name & email address Username & password Review your information Enter security check Check your email Login to your account

Enter your personal information:

Name

E-Mail Address

Confirm E-Mail

Secret Question

Question Answer

[Previous](#) [Next](#)

[Privacy Notice](#) [Help](#)

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Fill-in the information requested

Select the **Next** button



SAW SecureAccess WASHINGTON

1 → **2** → 3 → 4 → 5 → 6

Name & email address **Username & password** Review your information Enter security check Check your email Login to your account

Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**.

User ID

Password

Confirm Password

You have selected a secure password!

Requirements for a secure password:

Choose a password with:

- at least 8 characters
- a number
- either upper or lower case letters
- at least one special character like \$ @ ! *
- no user ID in it

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Create a user ID and password, and enter them in the space provided

Select the **Next** button

SecureAccess Washington Registration Step 3 - Windows Internet Explorer

https://secureaccess.wa.gov/public/saw/pub/submitRegister2.do

SecureAccess Washington Registration Step 3

Home Feeds (3) Read Mail Print Page Safety Tools

SAW SecureAccess WASHINGTON

1 → 2 → **3** → 4 → 5 → 6

Name & email address Username & password **Review your information** Enter security check Check your email Login to your account

Review Information:

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**

Name: Stephen Harmon
E-Mail Address: stephen.harmon@dnr.wa.gov
User ID: steve55
Password: Gr@yW01f
Secret Question: Who was your best childhood friend?
Answer: Mike Ritter

**Go back to the previous page to make changes.
Continue to the next page if the information is correct.**

You may want to [PRINT](#) this page for your records.

[Previous](#) [Next](#)

[Privacy Notice](#) [Help](#)

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Review your information and make sure it's correct

Print this page for your records

Select the **Next** button

Done Start Google [Taskbar Icons] Search Desktop 100% 3:26 PM

SecureAccess Washington Registration Step 4 - Windows Internet Explorer

https://secureaccess.wa.gov/public/saw/pub/displayRegister4.do

SecureAccess Washington Registration Step 4

Home Feeds (3) Read Mail Print Page Safety Tools

SAW

SecureAccess
WASHINGTON

1

2

3

4

5

6

Name & email
address

Username &
password


Review your
information

Enter security
check

Check your
email

Login to
your account

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

wdrrap

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Previous Submit

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Enter the letters you see in the box in the space below


Select the **Submit** button

SecureAccess Washington Registration Step 5 - Windows Internet Explorer

https://secureaccess.wa.gov/public/saw/pub/submitRegister4.do

SecureAccess Washington Registration Step 5

Home Feeds (1) Read Mail Print Page Safety Tools

**SecureAccess
WASHINGTON**

1

2

3

4

5

6

Name & email
address

Username &
password

Review your
information

Enter security
check

Check your
email

Login to
your account

Check your email account:


You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

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Check your email and open the *SecureAccess Washington* message

**secureaccess@dis.wa.gov**
SecureAccess Washington : Welcome to SecureAccess ...

Done

Start Google [Inbox - Microsoft ...] [FPARSv3 FPAN Scr...] [SecureAccess W...] Search Desktop 100% 3:27 PM

SecureAccess Washington Registration Step 5 - Wind... Internet Explorer

https://secureaccess.wa.gov/public/s... SecureAccess Washington Registrat...

SecureAccess Washington : Welcome to SecureAccess Washington - Message (Plain Text)

Message Developer

Reply Reply Forward
to All to All to All
Respond

Delete Move to Folder
Create Rule
Other Actions

Block Sender Safe Lists
Not Junk

Categorize Follow Mark as
Up Unread

Options

Find Related
Select Find

Send to OneNote

Extra line breaks in this message were removed.

From: secureaccess@dis.wa.gov Sent: Tue 9/15/2009 3:28 PM
To: HARMON, STEPHEN (DNR)
Cc:
Subject: SecureAccess Washington : Welcome to SecureAccess Washington

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please contact our service desk at:
* <http://support.secureaccess.wa.gov>

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [steve55] has been successfully created.

To activate your new account, click the following link.

<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=77326&userId=steve55>

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

Although it is not common, with some email clients, you may need to use the following information to activate your account:

Your User ID: steve55
your Registration Code: 77326

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at http://support.secureaccess.wa.gov/index_su.shtml.

SecureAccess Washington
Login at <https://secureaccess.wa.gov/myAccess/saw/select.do>

Select the link to activate your account

Done

Start Google [Icons] >> [Icons] Search Desktop 100% 3:29 PM

SecureAccess Washington Registration - Registration Complete! - Windows Internet Explorer

https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=77326&userId=steve55

1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email **Login to your account**

Your SecureAccess Washington account has been activated.
To continue the registration for available services, please login below.

Login to your SecureAccess Washington Account

User ID: steve55
Password:
Login

[Forgot your User ID?](#)
[Forgot your password?](#)
[Privacy Notice](#) [Help](#)

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Enter your user ID and password

Select the Login button

Start | Google | Internet | 100% | 3:30 PM

Inbox - Microsoft ... FPARSV3 FPAN Scr... SecureAccess W... Search Desktop

SecureAccess Washington - Services - Windows Internet Explorer

https://secureaccess.wa.gov/myAccess/saw/select.do

SecureAccess Washington - Services

Home Feeds (3) Read Mail Print Page Safety Tools

SAW SecureAccess WASHINGTON

My Secure Services Account Management About SecureAccess Help Logout

Hello Gray_Wolf

My Services Add a New Service

Service	Agency	Description	User Status	Action
No Services. Click here to add services				

This concludes the Reviewer Profile Tutorial Part 1.

IMPORTANT: After you setup your SAW account, email the information below to **fpars-admin@dnr.wa.gov**.

In the **Subject** line type: **FPARS Reviewer Profile SAW Account User ID**

In the **Body** of the email include:

1. The **Name** used for FPARS Reviewer Profile account
2. The **Email Address** that receives notifications for the FPARS Reviewer Profile account
3. The **FPARS Reviewer Profile User ID** for the account
4. The **SAW Account User ID** to be used for the FPARS Reviewer Profile account

Next Steps: After we receive your email, we will make the necessary changes to your FPARS Reviewer Profile account. We will notify you when the changes are complete. Until then, continue using your FPARS Reviewer Profile User ID and your FPARS Reviewer Profile Password.

Start Google Inbox - Micr... Microsoft Po... Document1 ... 2 Interne... Search Desktop 100% 9:29 AM

FPARS Reviewer Profile

We hope you found this tutorial for Secure Access Washington useful.

If you have any questions about setting up your Secure Access Washington account or your FPARS Reviewer Profile, please contact the FPARS Help Desk at:

Email: fpars-admin@dnr.wa.gov

Phone: (360)902-1420



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